

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

General Information

Agency or Establishment	Administrative Office of the United States Courts
Record/Scheduling Group	0021 - Records of District Courts of the United States
Records Schedule Applies To	Agency-wide
Schedule Subject	Electronic Case File Records
Additional Schedule Information	Includes all records resulting from the docketing and processing of a case in a court that pertain to that particular case.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 19
Number of Temporary disposition items: 7
Number of Permanent disposition items: 12
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 6

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Records Schedule Number: DAA-0021-2018-0002

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Outline of Records Schedule Items for DAA-0021-2018-0002

Item #	Title	Disposition
0001	6.Criminal case files, including transcripts and minutes. : 6a. Criminal case files dated 1969 or earlier.	Permanent
0002	6.Criminal case files, including transcripts and minutes. : 6b. Criminal case files dated 1970 or later which were terminated during or after trial.	Permanent
0003	6.Criminal case files, including transcripts and minutes. : 6c. Non-trial criminal cases relating to treason and national security, or to embezzlement, fraud, or bribery by a public official.	Permanent
0004	6.Criminal case files, including transcripts and minutes. : 6d. Non-trial criminal case files resulting in death penalty.	Permanent
0005	6.Criminal case files, including transcripts and minutes. : 6e. Any criminal case file determined by court officials or NARA to have historical value.	Permanent
0006	6.Criminal case files, including transcripts and minutes. : 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above).	Temporary
0007	6.Criminal case files, including transcripts and minutes. : 6f(2). Non-trial criminal cases that result in sentences between 15 and 30 years (other than those selected as permanent in sections a-d above).	Temporary
0008	6.Criminal case files, including transcripts and minutes. : 6f(3). Non-trial criminal case that result in life sentences (other than those selected as permanent in sections a-d above) or sentences longer than 30 years.	Temporary
0009	6.Criminal case files, including transcripts and minutes. : 6g. Misdemeanor and petty offense proceedings conducted by U.S. magistrate judges in cases not assigned a district court docket number.	Temporary
0010	6.Criminal case files, including transcripts and minutes. : 6h. All other criminal case files not included above.	Temporary
0011	7.Civil case files, including transcripts and minutes : 7a. Domestic relations, adoption, mental incompetency, and probate files of the District of Columbia as defined in Pub. L. No. 91-358, and similar case files maintained by territorial district courts.	Permanent

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0012	7.Civil case files, including transcripts and minutes : 7b(1). Other civil case files. Case files dated 1969 or earlier.	Permanent
0013	7.Civil case files, including transcripts and minutes : 7b(2). Other civil case files. Case files dated 1970 or later which are multi-district litigation, class actions, or go to trial.	Permanent
0014	7.Civil case files, including transcripts and minutes : 7b(3). Other civil case files regardless of procedural progress.	Permanent
0015	7.Civil case files, including transcripts and minutes : 7b(4). Other civil case files. Civil cases that progress to or past the “issue joined” stage before closing.	Permanent
0016	7.Civil case files, including transcripts and minutes : 7b(5). Other civil case files. Any civil case file determined by court officials or NARA to have historical value.	Permanent
0017	7.Civil case files, including transcripts and minutes : 7b(6). Other civil case files. All other case files not included above.	Temporary
0018	13. Miscellaneous case files. : 13a. Any miscellaneous case file which NARA has determined in consultation with court officials to have historical value.	Permanent
0019	13. Miscellaneous case files. : 13f. All other miscellaneous case files not specifically mentioned in 13 a-d.	Temporary

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Records Schedule Items

Group Title	6.Criminal case files, including transcripts and minutes.
DAA-0021-2018-0002-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6a. Criminal case files dated 1969 or earlier.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:500 mb
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6b. Criminal case files dated 1970 or later which were terminated during or after trial.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent

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Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 tb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6c. Non-trial criminal cases relating to treason and national security, or to embezzlement, fraud, or bribery by a public official.
Item Description	Cases related to treason and national security include the following offense codes: 9740, 9751, 9752, 9753, 9754, 9755, 9770, 9780, 9790, 9791; Cases involving embezzlement, fraud, or bribery by a public official include offense codes 4350 and 7100.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:30 gb

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Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0004	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	6d. Non-trial criminal case files resulting in death penalty.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:2 gb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0005	
STATUS: Active	
ITEM GENERAL INFORMATION	

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Item Title	6e. Any criminal case file determined by court officials or NARA to have historical value.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 gb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0006	
STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0021-2025-0001-0001 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0021-2018-0002-0007 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	6f(2). Non-trial criminal cases that result in sentences between 15 and 30 years (other than those selected as permanent in sections a-d above).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0021-2025-0001-0002 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0021-2018-0002-0008 STATUS: Active	
ITEM GENERAL INFORMATION	

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Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0021-2018-0002-0010	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	6h. All other criminal case files not included above.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0021-2025-0001-0004 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	7.Civil case files, including transcripts and minutes
DAA-0021-2018-0002-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	7a. Domestic relations, adoption, mental incompetency, and probate files of the District of Columbia as defined in Pub. L. No. 91-358, and similar case files maintained by territorial district courts.
Is this item media neutral?	No
Media limitation	Digital only

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ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 gb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0013	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	7b(2). Other civil case files. Case files dated 1970 or later which are multi-district litigation, class actions, or go to trial.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 tb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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DAA-0021-2018-0002-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	7b(3). Other civil case files regardless of procedural progress.	
Item Description	Includes cases with Nature of Suit codes 192 (State Fair Trade Act); 210 (Land Condemnation); 310 (Airplane); 315 (Airplane Product Liability); 371 (Truth-in-Lending); 400 (State Reapportionment); 410 (Anti-Trust); 430 (Banks and Banking); 440 (Civil Rights – Other); 441 (Civil Rights Voting Cases); 460 (Deportation); 461 (Deportation Review); 463 (Habeas Corpus – Alien Detainee); 470 (RICO); 535 (Prisoner Petition – Death Penalty); 710 (Fair Labor Standards Act); 730 (Labor Management Reporting and Disclosure Act); 740 (Railway Labor Act); 810 (Selective Service Act); 830 (Patent Cases); 862 (Black Lung); 880 (Review of Enforcement); 890 (Other Statutory Act); 892 (Economic Stabilization Act); 893 (Environmental Matters); 894 (Energy Allocation Act); 900 (Appeal Fee Determination); 910 (Domestic Relations); 930 (Probate); 950 (Constitutionally of State Statues); 970 (Narcotic Addict Rehabilitation).	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when case closes	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:500 gb	
Approximate first year of records covered by this authority	1997	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1997 To: --/--/1998	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0015	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	7b(4). Other civil case files. Civil cases that progress to or past the "issue joined" stage before closing.
Item Description	Nature of suit codes for "Issue joined" cases include 160 (Stockholder Suits); 191 (Employee Relations); 220 (Foreclosure); 240 (Torts to Land); 245 (Torts Product Liability – Real Property); 360 (Other Personal Injury); 362 (Medical Malpractice); 365 (Personal Injury – Product Liability); 368 (Asbestos); 370 (Fraud); 442 (Civil Rights – Employment); 443 (Civil Rights – Housing/Accommodations); 444 (Civil Rights – Welfare); 445 (Americans with Disabilities Act – Employment); 446 (Americans with Disabilities Act – Other); 462 (Naturalization Application); 465 (Other Immigration Action); 480 (Consumer Credit); 490 (Cable/Satellite TC); 510 (Motions to Vacate Sentence); 530 (Prisoner Habeas Corpus); 540 (Prisoner Petitions – Mandamus); 550 (Civil Rights); 555 (Prison Conditions); 610 (Agricultural Penalty); 820 (Copyright); 850 (Securities and Exchange Commission); 891 (Agricultural Acts); 895 (FOIA).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:500 gb
Approximate first year of records covered by this authority	1997

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: ---/1997 To: ---/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0016	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	7b(5). Other civil case files. Any civil case file determined by court officials or NARA to have historical value.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:3 gb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: ---/1997 To: ---/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0017	
STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	

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Item Title	7b(6). Other civil case files. All other case files not included above.
Item Description	<p>Cases include Nature of Suit codes 100 (Admiralty); 110 (Insurance); 120 (Marine (Contract); 130 (Miller Act); 140 (Negotiable Instrument); 150 (Recovery of Overpayment and Enforcement of Judgment); 151 (Recovery of Overpayment of Medicare); 152 (Student Loans); 153 (Veteran’s Benefits); 190 (Other Contracts); 193 (Hospital Care Act); 195 (Contract Product Liability); 196 (Franchise); 230 (Rent, Lease, Ejectment); 290 (All Other Real Property); 320 (Assault, Liable, and Slander); 330 (Federal Employers Liability); 340 (Marine Personal Injury); 345 (Marine Products Liability); 350 (Motor Vehicle); 355 (Motor Vehicle Product Liability); 361 (Workmen’s Compensation); 380 (Other Personal Property Damage); 385 (Property Damage Product Liability); 420 (Bankruptcy Trustee); 421 (Bankruptcy Transfer); 422 (Bankruptcy Appeal); 423 (Bankruptcy Withdrawal); 450 (Commerce); 625 (Drug-Related Seizure of Property); 630 (Liquor Laws); 640 (Railroad and Truck); 650 (Airline Regulations); 660 (Occupational Safety and Health); 690 (Other Forfeiture and Penalty Act); 720 (Labor-Management Relations); 750 (Welfare Pension Plan Disclosure); 790 (Other Labor Litigations); 791 (Employment Retirement Income Security Act); 840 (Trademark); 860 (Social Security); 861 (Social Security Health Insurance); 863 (Social Security Disability Insurance); 864 (Social Security Supplemental Security Income); 865 (Social Security Retirement and Survivors’ Benefits); 870 (Taxes); 871 (IRS Third Party); 875 (Customer Challenge); 920 (Insanity); 940 (Substitute Trustee); 990 (Other); 992 (Local Jurisdictional Appeal)</p>
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0021-2025-0001-0005 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	13. Miscellaneous case files.
Group Description	Ancillary and supplementary proceedings not defined as civil actions including but not restricted to papers relating to foreign depositions, denial of prisoner in forma pauperis, grand jury witness immunity proceedings, and actions to enforce administrative subpoenas, filed separately from civil and criminal files.

DAA-0021-2018-0002-0018 **STATUS: Active**

ITEM GENERAL INFORMATION	
Item Title	13a. Any miscellaneous case file which NARA has determined in consultation with court officials to have historical value.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.

ADDITIONAL INFORMATION

Current Records Format	Textual data:500 mb
Approximate first year of records covered by this authority	1997

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: ---/1997 To: ---/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0021-2018-0002-0019	
STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	13f. All other miscellaneous case files not specifically mentioned in 13 a-d.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0021-2025-0001-0006 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after date of last action.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/31/2024